

ADMINISTRATIVE - INTERNAL USE ONLY

11 July 1983

MEMORANDUM FOR: Career Management Officer, OP

THROUGH: DD/OP-PA&E

FROM:

[REDACTED]  
C/HRPS/OP

SUBJECT: Vacancy Notice

Per our telecon, attached is a draft for an OP  
Vacancy Notice which is oriented toward the Generalist.  
Let's try it out on EP'ers. I need people.

LS

[REDACTED]

STAT

ADMINISTRATIVE - INTERNAL USE ONLY

**ADMINISTRATIVE - INTERNAL USE ONLY**

VACANCY NOTICE (OP CAREER SERVICE)

POS.	POSITION TITLE	GRADE	OFFICE	LOC	PHONE	DEADLINE
AY005	OPS RE ANAL PER - GS-13		DCI/OP	AMES		

STAT

SERVES AS PROJECT OFFICER, RESEARCHER AND PROGRAMMER. CONDUCTS RESEARCH RELATED TO PERSONNEL PLANNING & DEVELOPS STATISTICAL ANALYSIS & REPORTING. PREPARES STAFF PAPERS RELATED TO PLANNING PROJ PERSONNEL GAINS & LOSSES, PROMOTION FLOWS, OR YEAREND STRENGTH. ASSISTS COMPONENT-LEVEL PERS OFFICERS IN FORMULATION OF STATISTICAL ANALYSES & PROJECTIONS. DEVELOPS SOFTWARE PROGRAMS FOR USE IN MODELING, ANALYSIS, & PROJECTIONS.

QUALS: REQ: EXTENSIVE KNOWLEDGE OF ESTABLISHED AGENCY PERSONNEL POLICIES AND PROCEDURES. KNOWLEDGE OF PERS MGMT THEORY, APPLICATIONS, AND TRENDS. BASIC STATISTICAL AND MATH TECHNIQUES FOR DEVELOPING QUANTITATIVE ANALYSES AND PLANNING PROJECTIONS. SUBSTANTIAL KNOWLEDGE IS REQUIRED OF THE PERSONNEL DATA BASE. BRIEFING AND WRITING SKILLS REQUIRED.

QUALS: DES: KNOWLEDGE OF SAS OR SPSS SOFTWARE, OR BASIC PROGRAMMING.

STAT

STAT